



PERS-ACCOUNTANT/AUDITOR II

Characteristics of Work

This is professional accounting work where incumbents will be expected to exhibit high levels of skills in accounting and pension fund activities. Independent action will be required in the maintenance of various accounting ledgers, maintenance of controls and balances, preparation of fiscal statements and reports of the pension fund activities of the Public Employees' Retirement System. Auditing functions which may be performed by an incumbent in this position include auditing membership accounts, retirement contribution accounts, refunds, and financial reports.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Compiles routine reports concerning results of examinations of investment, member, agency and pension fund accounts and administrative accounts.

Posts, updates and maintains journals, ledgers and/or financial records on investment, member, agency and pension fund and administrative accounts utilizing computerized accounting system.

Independently maintains controls and performs balancing operations on investment, member, agency and pension fund accounts.

Corresponds orally and/or in writing with members or agencies to answer questions regarding membership and reporting.

Reconciles, balances and audits various accounts.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Collects, calculates, recaps, posts and reconciles employee and employer contributions and undistributed contributions and supporting documentation for all PERS administered plans.
2. Communicates with members and agencies to answer questions and provide information concerning policy and procedures and technical support.
3. Performs various administrative and accounting functions.

Essential Competencies

The following underlying competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Specific behaviors may be identified and included later by the hiring agency. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

General Public Sector Competencies

Integrity and Honesty: Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Conscientiously abides by the rules, regulations and procedures governing work. Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.

Service Orientation: Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Demonstrates a commitment to quality public service through statements and actions.

Accountability: Is productive and carries fair share of the workload. Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Maintains a positive attitude. Effectively manages emotions and impulses. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy and concern; develops and maintains relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Technical Competencies

Communication Skills: Concisely and correctly answers questions and/or advises, explains or conveys information to internal/external customers and other professionals. Asks appropriate questions to gain information to accurately account for PERS transactions and to resolve pertinent issues. Participates effectively in meetings, seminars, and training sessions. Presents written and oral information using proper grammar, punctuation, and content. Appropriately documents information using tools such as: journal entries, work papers, letters, e-mails, reports, memorandums, etc. Exercises professional courtesy in all communications.

Workflow Management: Schedules and manages workload to assist in achievement of desired goals. Works independently. Researches and identifies appropriate solutions using all available resources. Effectively utilizes agency assets such as work time, computer equipment, supplies, etc. Resolves all tasks timely and accurately. Exercises appropriate level of professional skepticism based on information obtained. Adapts to a variety of situations and surroundings. Pays close attention to details and has the ability to work in a multi-task environment.

Functional Capability: Possesses knowledge of banking, cash management, and investment operations. Possesses knowledge of proper accounting procedures such as accounts payable and related areas, financial entry preparation, fund accounting, and account reconciliations. Exercises an analytical thinking process.

Professional Maturity: Able to assess the situation and appropriately respond. Exhibits the appropriate degree of confidence, assertion, tolerance, patience, and empathy. Knows when to refer an issue to the appropriate level of management. Complies with agency standards. Continuously assesses work unit for areas which need improvement, implementing changes when possible under scope of authority or referring to appropriate management. Responds appropriately to supervision and administrative decisions. Exhibits positive, influential attitude and work ethic among peers within work unit. Takes initiative to accomplish goals. Maintains appropriate standards of confidentiality.

Work Performance: Possesses and applies appropriate level of accounting knowledge to analyze, record, and understand financial information. Develops work papers that are concise, self-supportive, explanatory, while identifying source, purpose, and conclusion and following established procedures set forth by appropriate authoritative body. Applies proper analytical techniques to perform accurate and timely bank and account reconciliations.

Mentoring or Training: Assists newly hired accountant/auditors in improving their knowledge and skills.

Technical: Operates at an advanced level of proficiency in using computer software to complete assigned tasks, meet agency goals, and produce required results. Possesses knowledge of Microsoft and other software products including but not limited to the following: Windows, word processing and spreadsheet applications, Internet applications, and general ledger software.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is frequently required to reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university with a major in accounting or business administration.

AND

Experience:

Two (2) years experience in finance, investment accounting or pension fund activities.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university with a major in accounting or business administration.

AND

Experience:

Three (3) years experience in finance, investment accounting or pension fund activities.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.